

Secondary Programs

Title: Program Review

The Division of Professional-Technical Education (DPTE) has developed essential components for approved Professional-Technical Education (PTE) programs. The DPTE Program Managers use the essential components to conduct program reviews and provide technical assistance to PTE programs statewide.

The program review process is outlined below:

1. The program instructor is contacted by e-mail or phone by the program manager to determine a date and time for the program review. The instructor notifies the building principal and an acceptable date and time are agreed upon. Every effort will be made to conduct the review during a planning period or lunch break. It is not necessary to have a substitute for the teacher, however if the review takes place during class time it is very helpful if an assignment is given to students so that they make work on their own. The length of time for a program review is generally two hours including a brief follow-up visit with the administrator.
2. An official letter is sent to the superintendent with information related to the program review including the purpose, date and time of the review as well as information and documents that will be needed at the time of the review. Copies are sent to the principal, instructors and the PTE coordinator. Program review forms are included in the mailing and reference is made to the location of the forms on the PTE website.
3. On the day of the program review, the program managers will arrive at the school a few minutes early to check in at the office and if possible meet the principal to arrange for a time to meet following the review. Sometimes a brief tour of the building or the PTE department is conducted at this time.
4. Generally the program review is conducted in the classroom so that the atmosphere, equipment and materials and supplies of the department may be observed. The program manager and the instructor together go over the rubrics for each of the items on the check sheet. The program manager will ask questions and explain each item as necessary. The documents and other materials are observed and reviewed during this time. This time with the instructor is a great opportunity for the instructor to share any specific successes, activities and relationship within the school or community that would be relevant to the review process. Any concerns that the instructor has related to the program or the process may be discussed during this time. The program manager makes notes on the program review form related to each item. If necessary, notes related to items that need to be attended to following the review are taken by both the instructor and the program manager. At the end of the review process, an explanation of the results is discussed by the program manager and the instructor. Clarification of the necessary follow-up is also discussed.
5. Following the program review, the program manager will discuss the findings related to the program essential components with the school administrator and answer any questions related to the program. The program status is discussed.

6. In a follow-up letter to the administrators and the instructor, the program manager will state the program status and identify the essential components, if any, that do not meet the standard and explain the necessary action as well as a timeline.
7. If necessary, items agreed upon will be e-mailed or sent to the instructor or to the administrator. At any time, additional technical assistance will be provided by the program manager when requested by the instructor or the district administrator(s).

Forms:

Program Review Letter to Superintendent with copies to Principal, Teacher and PTE Coordinator
Program Review Check sheet
Program Review Rubrics
Extended Contract Plan Form
Program Goals Form
Program Five Year Plan Form

Contact a program manager regarding an individual program review by calling the Division of Professional-Technical Education at 334-3216 or at www.pte.idaho.gov .

Approved: July 1, 2005